

2011 KENTUCKY CIRCUIT COURT CLERK EXAMINATION
PRE-REGISTRATION FORM AND INSTRUCTIONS
Election Exam

REGISTRATION: You **MUST** be **pre-registered** to take this exam. To pre-register for the exam, clip off the form at the bottom of this page and mail it to:

Exam Supervisor
Office of Legal Services
Administrative Office of the Courts
100 Millcreek Park
Frankfort, KY 40601-9230

All pre-registration forms must be **received** by 5 p.m. on November 9, 2011. You must **attach a copy of your photo ID to your pre-registration form**. Your ID must include a photo and physical description. A driver's license is preferred, a passport is acceptable.

Upon receipt of your pre-registration form, AOC will email your admittance slip for the test. You must present your admittance slip **AND** your photo ID on the morning of the exam to be admitted to the testing facility.

GENERAL EXAMINATION INFORMATION

Date: December 3, 2011. You may take the exam on this date **ONLY**. The exam will not be rescheduled due to personal conflicts/situations or inclement weather. AOC is recommending that applicants, who may be affected by road conditions, make contingency travel plans in order to arrive at the testing facility in time for the exam.

Place: Embassy Suites
1801 Newtown Pike
Lexington, KY

Time: The exam will begin promptly at 9:00 a.m. Registration will begin promptly at 8:00 a.m. No one will be admitted to the testing facility after 8:45 a.m. You will have five (5) hours to complete the exam. You may take breaks as needed during the exam. You will be responsible for monitoring your time during the exam.

Format: The exam will consist of two (2) sections: (1) general knowledge (reading, math and language) and (2) specific knowledge (the Circuit Clerks' Manual; the Clerks' Accounting Manual; and the Court of Justice Personnel Policies). The study materials are available at <http://courts.ky.gov/aoc/generalcounsel/clerkexam.htm>

Testing Facility Restrictions: Study materials, calculators, cell phones, food or beverages will **NOT** be allowed in the testing room. Only keys, any necessary medications and cash for vending machines may be brought into the testing facility and must be enclosed in a clear, ziplock plastic bag. **ONLY** candidates with valid admittance slips will be allowed inside the testing facility.

THE PRE-REGISTRATION FORM MUST BE RECEIVED NO LATER THAN 5 p.m. NOVEMBER 9, 2011 OR YOU WILL NOT BE PERMITTED TO TAKE THE EXAM. A COPY OF YOUR PHOTO ID IS REQUIRED WITH THIS FORM.



PRE-REGISTRATION FORM
(Please print information)

Name: _____

Address: _____

City: _____ Zip Code: _____

County of Residence: _____ Telephone: _____

Email:
(required) _____